

Jensen Memorial Library Minutes - May 13, 2015

Meeting called to order at 5:31. Open Meetings Act is posted in meeting room.

Sue, Liz, Laurie,, Angie, & Director Janene present
Cheryl Absent

Minutes from previous meeting were reviewed. Sue moved and Laurie seconded to approve minutes as presented. YES: all in favor NO: no one ABSENT: Cheryl

No public comment was presented on agenda items.

APPROVAL OF BILLS

Bills were reviewed and discussed. Angie moved and Laurie seconded approval of the bills. YES: all in favor NO: no one ABSENT: Cheryl

DIRECTORS REPORT

Janene discussed circulation, programming, Accreditation, Summer schedule, & Budget draft due to city.

NEW BUSINESS

- Organizational Structure Policy - Angie motioned to approve the policy with wording changes. Liz seconded. YES: All in favor. NO: no one ABSENT: Cheryl
- Hours of Operation Policy - Sue motioned to approve the policy with wording changes. Laurie seconded. YES: All in favor. NO: no one ABSENT: Cheryl
- Location and Service Area Description Policy - Angie motioned to approve the policy with wording changes. Liz seconded. YES: All in favor. NO: no one ABSENT: Cheryl
- Emergency/Unplanned Closings Policy - A note was made to share staff phone #'s via Google Docs. Laurie motioned to approve the policy with wording changes. Sue seconded. YES: All in favor. NO: no one ABSENT: Cheryl
- Budget and Finance Policy - Liz motioned to approve the policy with wording changes. Angie seconded. YES: All in favor. NO: no one ABSENT: Cheryl
- Purchasing for the Library Policy - A note was made to create a similar policy for the Library Foundation. Liz motioned to approve the policy with wording changes. Laurie seconded. YES: All in favor. NO: no one ABSENT: Cheryl

Next meeting will take place on Tuesday, June 9th at 4pm

Sue motioned to adjourn. Liz seconded. All in favor. NO: no one ABSENT: Cheryl
Adjournment occurred at 6:31 pm